

# **Special Group Recognition License Plate**

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## **Application Guide**

STATE OF INDIANA  
BUREAU OF MOTOR VEHICLES

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# **ORGANIZATIONAL ELIGIBILITY**

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**An organization wishing to participate in the special group recognition license plate program must indicate to the Bureau of Motor Vehicles by filing a petition with the bureau not later than March 31 of the calendar year immediately proceeding the calendar year in which the special group recognition plates are to be issued.**

**The following requirements must be met:**

- 1) The group shall be based, headquartered or have a chapter in Indiana.
- 2) The group has made significant civic, community, and charitable contributions in Indiana, or are descendants of native or pioneer residents of Indiana under IC § 9-13-2-170.
- 3) The group shall be non-discriminatory.
- 4) The group shall be non-recreational.
- 5) The group shall be not-for-profit.
- 6) The group shall be a separate and unique organization.

# **PETITION REQUIREMENTS**

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**Your completed petition must be filed with the bureau no later than March 31 and must include proof of the eligibility requirements previously mentioned as well as the information listed below.**

- 1) A description of the organization, including the following information:
  - a. The purpose of the organization.
  - b. The philosophy or mission statement of the organization.
  - c. The length of time the organization has been in existence.
  - d. The number of active members in the organization in Indiana.
  - e. The organization's unique significance to the United States, Indiana, or the organization's community.
- 2) A statement of the group's objective in obtaining a special group recognition license plate.
- 3) A sworn statement from an authorized officer of the organization that affirms that, to the best knowledge of such officer, the organization does not discriminate on the basis of age, race, color, religion, sex, national origin, or disability in contravention of any federal, state or local law, regulation, decree, or order in the selection of its members, its civic activities, or its services provided to the community it serves.
- 4) A statement of the intended organizational uses of the funds, if any, raised through the sale of the special group recognition license plate.
- 5) A certified copy of the organization's charter or articles of incorporation.
- 6) A color drawing of the preliminary plate design.
- 7) A statement describing the active membership of the organization who would be eligible for the special group recognition license plate.
- 8) Evidence of not-for-profit status by a determination letter from the Internal Revenue Service (letter 947 or equivalent) as to the organization's qualification for exemption from taxation under Section 501 of the Internal Revenue Code.

## **PETITION REQUIREMENTS (con't)**

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- 9) A list of the names and addresses of all persons who have submitted applications to the organization for the group's proposed special group recognition plate.
  - a. Pursuant to IC § 9-18-25-2 each petition submitted must contain the printed name, address, and signature of at least five hundred (500) members of the special group who pledge to purchase the special group recognition license plate if a special group recognition license plate is issued for the group under this chapter.
  - b. The bureau may deny an application if the group's submitted list of five hundred (500) individuals, who purportedly submitted applications to the organization for its proposed special group recognition license plate, contains one (1) or more names of individuals who have not applied for the plate.
- 10) Any other application or applications for the issuance of a special group recognition license plate and any other documentation or other information that the bureau deems necessary to determine whether the organization qualifies for special group recognition status.
- 11) The commissioner may waive one (1) or more of the requirements contained in this rule if, in his or her determination, the organization qualifies for special group status under IC § 9-13-2-170 but, due to the organization's unique nature, it cannot satisfy all of the requirements. The organization shall have the burden of providing written proof that it is entitled to a waiver.

**Please note, the Bureau has discretion to limit the number of new special group recognition plate types to regulate the proliferation of special group recognition plate types based on any of the following factors:**

- 1) Ease of license plate identification of vehicles by law enforcement officers and other persons.
- 2) Maintaining the distinction of existing special group recognition plates.
- 3) Maintaining the efficient distribution of license plates.
- 4) Any other reasonable factors as determined by the commissioner or his or her designee.

# **APPROVED PETITIONS**

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**The bureau will notify the organization not later than June 1 of the calendar year in which the petition is filed regarding whether the petition has been approved or not approved.**

**If the petition is approved the following is required:**

1. The organization must pay for all of the plate's design, display, and production costs.
2. The organization may request a redesign of their plate only during the calendar year prior to the beginning of a new plate cycle.
3. The organization must submit a bond issued by a surety authorized to transact business in Indiana. The bond must be in the amount of \$6,000 and may not be canceled without the bureau's approval.
  - a. If fewer than five hundred (500) plates are sold in the first year in which the plate is available, the bond must be conditioned for payments to the bureau according to the following formula:  $(500 - \text{number of plates sold}) \times \$12$
  - b. If five hundred (500) of the new special group recognition plates are sold in the first year in which the plate is available, the bond will be returned to the organization.
  - c. If fewer than five hundred (500) plates are sold in the first year in which the plate is available, submission of a bond will be required for each subsequent year until the group satisfies the requirements of IC § 9-18-25-15.
4. Prior to August 1 of the calendar year immediately proceeding the calendar year of the special group recognition license plate, the organization must submit camera-ready art work to the bureau to be used for plate production.
5. A group coordinator must be designated by your organization to oversee all aspects of the program and serve as a liaison with the bureau. Their responsibilities include but are not limited to ensuring that all deadlines are met and established procedures are followed.

## **APPROVED PETITIONS (cont.)**

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6. Marketing of the special group recognition license plate is the full responsibility of the organization.
  - a. Copies of all promotional material must be reviewed by the bureau for content and adherence to guidelines before they are distributed. The bureau will assume no responsibility for solving problems that occur as a result of the distribution of unapproved materials. No material shall be displayed in license branches with approval by the bureau.

# LOSS OF STATUS

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The Bureau of Motor Vehicles may terminate an organization's qualifications for the special group recognition license plate program if the group fails to comply with the program's requirements.

Pursuant to Indiana Code §9-18-25-15 the bureau shall terminate an organization's qualification for the special group license plate program and no further special group recognition license plates shall be issued for an organization if less than two thousand (2,000) of the organization's special group license plates are sold or renewed in the first four (4) years of the five (5) year period beginning the earlier of January 1, 2002, or January 1 of the year in which the organization's special group license plate is first issued. The bureau shall reevaluate the organization's qualification for the special group license plate program every five (5) years thereafter. The bureau shall terminate the organization's qualification for the special group license plate program and no further special group recognition license plates shall be issued for an organization if less than two thousand (2,000) of the organizations special group license plates are sold or renewed in the first four (4) years of a subsequent five (5) year period.

If an organization fails to meet requirements, qualification to participate in the special recognition license plate program shall be terminated and no further license plates shall be issued. The failure of an organization to meet the requirements of this rule may be considered when reviewing any subsequent petitions for participation in the special recognition license plate program.

An organization participating in the special group recognition plate program shall indicate its intent to remain in the program for a subsequent plate cycle, in writing, to the bureau prior to April 1 of the calendar year immediately preceding the beginning of the next plate cycle.



# **CUSTOMER ELIGIBILITY**

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**The special group recognition plate will be available to all Hoosier Motorists. Pursuant to IC § 9-18-25-17.7, the bureau may collect the organization's group fee. An authorization form will not be required to purchase the organization's license plate.**

However, the group may assume responsibility for the verification of applicant eligibility based on the requirements established by your organization. This is accomplished through the issuance of validated authorization forms. All authorization forms should be completed with the applicant's name, address, city and zip code. The authorization form must be issued in the name that appears on the vehicle registration.

The fee to purchase a Special Recognition License plate is \$25.00 whether the fee is collected by the Bureau or the organization.



**For questions or further assistance please contact:**

**Special Plates Administrator**

Telephone - (317) 233-2514

Fax - (317) 233-0053

